> **Objectives of this questionnaire:** Enable project teams (immediate and extended) to be cognizant of the disparate planning activities which can affect project outcome. Provide early notification to the stakeholders that a new project may involve their area, and information to help plan resource estimates and identify risks

PROJECT PLANNING QUESTIONNAIRE

Project managers: Please complete and distribute this questionnaire to all project stakeholders (e.g., system owners, users, computer operations, telecommunications, LAN engineering, training, security, standards, documentation); see last page of questionnaire for additional guidance on developing a distribution list. Provide as many answers as are possible at this time; the questionnaire is not designed to capture detailed requirements. Consider using this questionnaire as a basis for a project startup meeting.

If the project is not started immediately after the questionnaire is distributed, redistribute at project startup to provide current information. All areas should be notified of the project well in advance of scheduling the first formal checkpoint, e.g., the Planning Stage Exit, as defined in the DOE Software Engineering Methodology.

Recipients of the questionnaire: *Please review as soon as possible and provide feedback as appropriate to the project manager.*

<u>PROJECT PROFILE</u>

Project Name & Acronym_____

Contract No. _____   Project No._____

Is there separate funding for this project?   Yes _____   No _____

DOE User Organization _____   DOE Federal POC _____
<div align="right">(e.g., Program Manager, Technical Monitor)</div>

   E-Mail address _____   Phone _____

Project Manager & organization
(Federal or contractor. The person who has daily responsibility for planning, tracking, and controlling the project)

   E-Mail address _____   Phone _____

Project Profile (continued)

A.   Are measurable business objectives documented as goals for this project?

Name & Date of document _____

Provide a brief description of what this project will accomplish. (i.e. the project objectives)
_____
_____
_____

B.   What size effort (e.g., as defined by the SEM[1]) do you anticipate this project to be?

Small _____   Medium _____   Large _____

C.   Where are the users located? (check all that apply and/or fill-in information)

___ DOE HQ   ____ Operations Office   ___ Field Office
___ Area Office   ____ Laboratory   ___ Power Administration

Name of DOE site, laboratory, university, or collaborative partnership (e.g., between a laboratory or university of the US and that of another country)
_____
_____

Other _____

D.   List any known assumptions, constraints, and dependencies associated with this project.
_____
_____
_____

E.   List any known risks associated with this project.
_____
_____
_____

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[1] Reference, DOE Software Engineering Methodology, Exhibit 2.1-1, Software Project Sizes

PROJECT INFORMATION

For each question, <u>check all that apply</u>, and supply specific information where requested.

1.   This project involves: (check all that apply)

___ System Development   ___ System Maintenance
___ Software Development   ___ Software Maintenance
___ Commercial Off The Shelf (COTS)   ___ Infrastructure Upgrade(s)
___ Customization (of COTS)   ___ Major System Enhancement

Other _____

2.   Platform - Software: (check all that apply)

___ Client-Server   ___ Distributed   ___ Stand Alone   ___ Web Enabled

Other _____

3.   Platform - Hardware: (check all that apply)

___ Mainframe   ___ Desktop Computer   ___ Dedicated Server   ___ Shared Server

Other _____

4.   Infrastructure; the target computing environment: (check all that apply)

___ Backbone   ___ Organizational LAN   ___ Mainframe   ___ Organizational WAN
___ Corporate[2] WAN   ___ Other _____

Name of WAN/LAN/Server (if known) _____

5.   Network Topology.

___ Ethernet   ___ Token Ring   ___ ATM

Other _____

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[2] Reference DOE Information Architecture, Volume 4, Vision, page 3-20

Project Information (continued)

6.　　Communications Protocol.

___ TCP/IP (Unix,NT)　　___ IPX/SPX (Novell)　　___ NetBios (IBM)
___ Vines (Banyan Vines)

Other _____

7.　　Network environment required to support the application.

___ Peer　　　　　___ Single server　　　___ Multi server　　___ Enterprise

Other _____

8.　　The following are <u>examples</u> of current information systems technology, and not an
　　exhaustive list. Please fill-in your particular technology if it does not appear. (check all
　　that apply)

___ Data Mining　　　　　　　___ Data Warehouse　　　___ Workgroup Computing
___ Network Management　　　　___ E-Mail / Voice-Mail　　___ Remote Access
___ Distributed Application Architecture　　　___ Distributed Video Conferencing
___ Push Desktop　　　　　　　　　　　___ Smart Card
___ Wireless Communications　　　　　　___ Modular Software Components
___ 3 Tier Model Architecture　　　　　　___ Internet Access and Support

___ _____
___ _____
___ _____

9.　　**Infrastructure Impact Assessment - Local Backbone** (fill-in requested information on
　　the first line and check all that apply)

Hours of operation _____　　Number of simultaneous users _____
___ Connectivity exists to all identified users
___ Encryption required for all Messages/Packets/Transactions

The following are associated with Transporting Description:
___ Text only　　　　　___ Graphics only　　___ Text and graphics
___ Multimedia　　　　　___ Voice　　　　　___ Video
___ Transaction oriented　___ File oriented

_____

Project Information (continued)

10. **Infrastructure Impact Assessment - Wide-Area Backbone** (fill-in requested information on the first line and check all that aply)

Hours of operation _____ Number of simultaneous users _____
____ Connectivity exists to all identified users
____ Encryption required for all Messages/Packets/Transactions

The following are associated with Transporting Description:
____ Text only   ____ Graphics only   ____ Text and graphics
____ Multimedia   ____ Voice   ____ Video
____ Transaction oriented ____ File oriented

11. Operating Environment(s): (check all that apply and fill-the version and release number)
V=Version   R=Release

____ MS Windows, V.R _____   ____ OS/2, V.R _____   ____ Unix/AIX, V.R _____
____ Windows N/T, V.R _____   ____ VM, V.R _____   ____ Macintosh, V.R _____
____ Novell, V.R ___   ____ VS, V.R _____   ____ CICS, V.R ___
____ DOS, V/R _____   ____ Sun, V.R _____
____ Web Browser (specify) _____, V.R

Other _____, V.R

11a. The following constraints exist in the targeted operating environment(s) (check all that apply)

____ Firewalls   ____ Transmission speed   ____ Server capacity
____ Security   ____ Workstation capacity ____ Remote access capability
____ Widely dispersed user community without appropriate inter-operability

Other _____

12. Identify the programming languages you will be, or are considering using: (check all that apply and fill-in the version and release number)   V=Version   R=Release

____ Cobol, V.R _____   ____ Java, V.R _____   ____ C++, V.R _____
____ Visual Basic, V.R _____ ____ FoxPro, V.R _____   ____ Paradox, V.R _____
____ HTML, V.R _____   ____ Delphi, V.R _____   ____ Visual C++, V.R _____
____ Power Builder, V.R _____ Other _____, V.R _____

Project Information (continued)

13. What is the sensitivity of the project's data?

____ Classified ____ Unclassified Sensitive ____ Unclassified Non-Sensitive

13a. Which protective means are required[3] ? (check all that apply)

____ Firewall ____ Encryption ____ Token ____ Digital Signature
____ User controlled ID and password ____ Removable hard drive
____ User ID & Password, controlled by system administrator ____ Physical Security
____ Read/write access, controlled by system administrator ____ PKI

Other _____

14. List the database management systems you will be, or are considering using.

____ Oracle ____ Sybase ____ MS Access ____ DB2

Other _____

15. If this is a Corporate system, who is going to own the function for the corporate data administration?
(e.g. J. White, Controller; S. Black, Chief Financial Officer; T. Auburn, Director of HR)

Name & Function/Position _____

16. Is the system or application's operation so essential that data must be immediately available at all times or recoverable within a short time frame?

____ No ____ Yes

If you answered yes, have you considered requirements for[4]: (check all that apply)

____ Data recovery ____ Backups ____ Fault Tolerance
____ System Performance ____ Mirroring/Imaging ____ Disaster Recovery
(crisis management)

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[3] Reference DOE HQ Computer Protection Plan, Chapter 4, page 4-1

[4] Reference DOE Directives, 151, 200, 1360, and 471 (CIO Home Page = cio.doe.gov)

Project Information (continued)

17. List existing systems, applications, or data sources, if any, with which this system will interface (sharing data, receiving data from, or sending data to).

System/Application   System/Data Source

_____   _____

_____   _____

_____   _____

PROJECT MANAGEMENT FACTORS

Answers to the following questions will help provide a better understanding of how information systems project management practices are implemented within the Department.

18. Which lifecycle methodology will be followed on this project?

___ DOE Software Engineering Methodology (SEM)   ___ James Martin
___ Microsoft Solutions Framework

Other _____

19. The Software Engineering Institute's (SEI) Software Capability Maturity Model[5] (CMM) identifies the relative maturity of software development/maintenance organizations. The CMM level for your organization is:

___ 1 ___ 2 ___ 3 ___ 4 ___ 5
___ No evaluation has been performed.

20. Which of the following software development/maintenance techniques (if any) do you plan to use? (check all that apply)

___ Rapid Application Development (RAD)   ___ Rapid Prototyping
___ Joint Application Development (JAD)   ___ Iterative Development
___ Segmented Development   ___ Object oriented
___ Spiral

Other _____

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[5] For additional information, visit the SEI web site at http://www.sei.cmu.edu

Project Management Factors (continued)

21.   Which individual, team, and organizational information systems development and management practices will be implemented on this project? (check all that apply)

____ Project Planning   ____ Requirements Management
____ Configuration Management   ____ Project Tracking and Oversight
____ Quality Assurance   ____ Sub-Contractor Management
____ Risk Assessment   ____ Peer Reviews
____ Training Program   ____ Software Product Engineering
____ Intergroup Coordination   ____ Integrated Software Management
____ Organizational Process Definition ____ Organizational Process Focus
____ Defect Tracking

Other _____

22.   What training do you anticipate using to complete this project? (check all that apply)

____ Individual   ____ Classroom   ____ Self Study   ____ CD Rom
____ Video Tape   ____ I-TV   ____ Computer Based Training (CBT)

Other _____

23.   Which medium will be used for the project/system documentation? (check all that apply)

____ Web Site   ____ Hardcopy   ____ CD Rom   ____ Online Help
____ Video   ____ Quick Reference Card   ____ Diskette

Other _____

24.   What measurements will be used to track this project? (check all that apply)

____ Cost   ____ Schedule   ____ Effort   ____ LOC
____ Defects   ____ Function Points

Other _____

Questionnaire Completed by _____
Organization _____ **Date** _____

Distribution List

In general, the completed questionnaire should be sent to all immediate and extended project team members who will participate in project stage exits or major checkpoints. Please refer to the Software Engineering Methodology (SEM), Appendix E, Stage Exit Process Guide, Examples 2, 3, 4, and 5, for guidance on preparing a distribution list.

Optional

A peer review, e.g., conducted by someone who has been involved with a similar project, can provide helpful insight and help improve the quality of the questionnaire and the project. Has an independent peer review been conducted on this completed questionnaire?

____ Yes   ____ No

If Yes, conducted by:

Name _____ **Date** _____

Name _____ **Date** _____